



Disaster Preparedness: Disaster Preparation Checklist

Purpose: A checklist of steps to help state agencies and local government entities prepare for disaster.

- ☐ Check records/server storage areas for potential issues (such as water hazards) and ensure records are off the ground. Move to a safer area if necessary.
- ☐ Identify “Essential” records.
- ☐ Create procedures for accessing essential records during/after a disaster.
- ☐ Create/update disaster plan to include records protection strategies and disaster response for every possible scenario.
- ☐ Designate coordinators and response teams, and assign responsibilities (immediate response, assessment, salvage, etc.).
- ☐ Form contingency services contracts with vendors.
- ☐ Identify and acquire supplies needed to salvage records/data.
- ☐ Train personnel on disaster response procedures in disaster plan.
- ☐ Test emergency procedures/systems.
- ☐ Backup “Essential” records and store offsite.
- ☐ Schedule regular checks to ensure backups are readable and up to date.

**Additional advice regarding the management of public records is available from
Washington State Archives:**

**www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov**